



Script Name	TRI-MEweb Form Validation and Certification	
Script ID	TRI 06	
Script Synopsis	The purpose of this script is to test form validation and certification.	
Prerequisites	The user has access to a CDX account with TRI-MEweb Certifying Official role.	
Tests Performed	Requirements Reference	
TRI 06.1 Validation and Certification	TRI-014, TRI-014.1, TRI-014.2, TRI-014.3, TRI-015, TRI-015.1, TRI-015.2, TRI-015.3, TRI-015.4, TRI-015.5, TRI-016, TRI-030	

Test Name	TRI-MEweb Validation and Certification
Test ID	TRI 06.1
Synopsis	The purpose of this test script is to test form validation and certification.
Prerequisites	User has logged into to TRI-MEweb and has access to a TRIFID that has a RY 2014 form that has passed validation and is pending transmission.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on the "Prepare" tab after logging into the application.	The "Select a Reporting Year" page displays successfully.		Figure 6.1	
2. Click "Next." Note that "2014" should be preselected from the "Reporting Year" dropdown.	The "Select a Facility" page displays successfully.		Figure 6.2	
3. Select the radio button adjacent to one of the facilities in your list. Click on the "Forms" tab.	The "Select a Form" page is displayed correctly.		Figure 6.3	
4. Select the radio button to the left of a chemical form in your list. Click the "Validate" tab.	The "Validation Overview" page is displayed correctly.		Figure 6.4	
5. Click "Next."	The "Validation Step 1 of 2: Facility Information" page is displayed correctly.		Figure 6.5	
6. Click "Next."	The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed correctly.		Figure 6.6	
7. Verify that the header title reads "Validation Step 2 of 2: Chemical Information on Forms." Verify that the "Form Validation" header is the color blue and the "Facility Validation" header is the color green. Click "Back."	The "Validation Step 1 of 2: Facility Information" page is displayed correctly.		Figure 6.7	
8. Verify that the header title reads "Validation Step 1 of 2: Facility Information." Verify that the "Facility Validation" header is blue and all subsequent headers are the color red. Click "Next."	The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed correctly.		Figure 6.8	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
9. Click "Next."	The "Data Quality Reports" page is displayed correctly.		Figure 6.9	
10. Verify that the "Data Quality Reports" header is the color blue and all preceding headers are the color green. Click "Next."	The "Prepare Review Package for Draft Forms" page is displayed correctly.		Figure 6.10	
11. Verify that the "Review Draft Package" header is the color blue and all preceding headers are the color green. Click "Next."	The "Overview of Submission and Certification Steps" page is displayed correctly.		Figure 6.11	
12. Click "Next."	The "Select Chemical Forms to Prepare for Certification" page is displayed correctly.		Figure 6.12	
13. Verify that the "Select Form(s) for Certification" header is the color blue and all preceding headers are the color green. Select the radio button adjacent to the Form R that is ready for certification. Click "Next."	The "Notifying Certifying Official(s) of Pending Submission" page is displayed correctly.		Figure 6.13	
14. Verify that the "Select Certifying Official(s)" header is the color blue and all preceding headers are the color green. Select "Certifying Official" radio button for one of the listed certifying officials. If there are no certifying officials in your list you can add one using the "+Add Certifying Official" button. Click "Next."	The "Final Review of Forms" page is displayed correctly.		Figure 6.14	
15. Verify that the "Final Review" header is the color blue and all preceding headers are the color green. Click "Next."	The "Submission Ready for Certification" page is displayed correctly.		Figure 6.15	
16. Verify that all headers are the color green. Click the "Certify" tab.	The "Manage TRIFIDs for Certification" page is displayed correctly.		Figure 6.16	

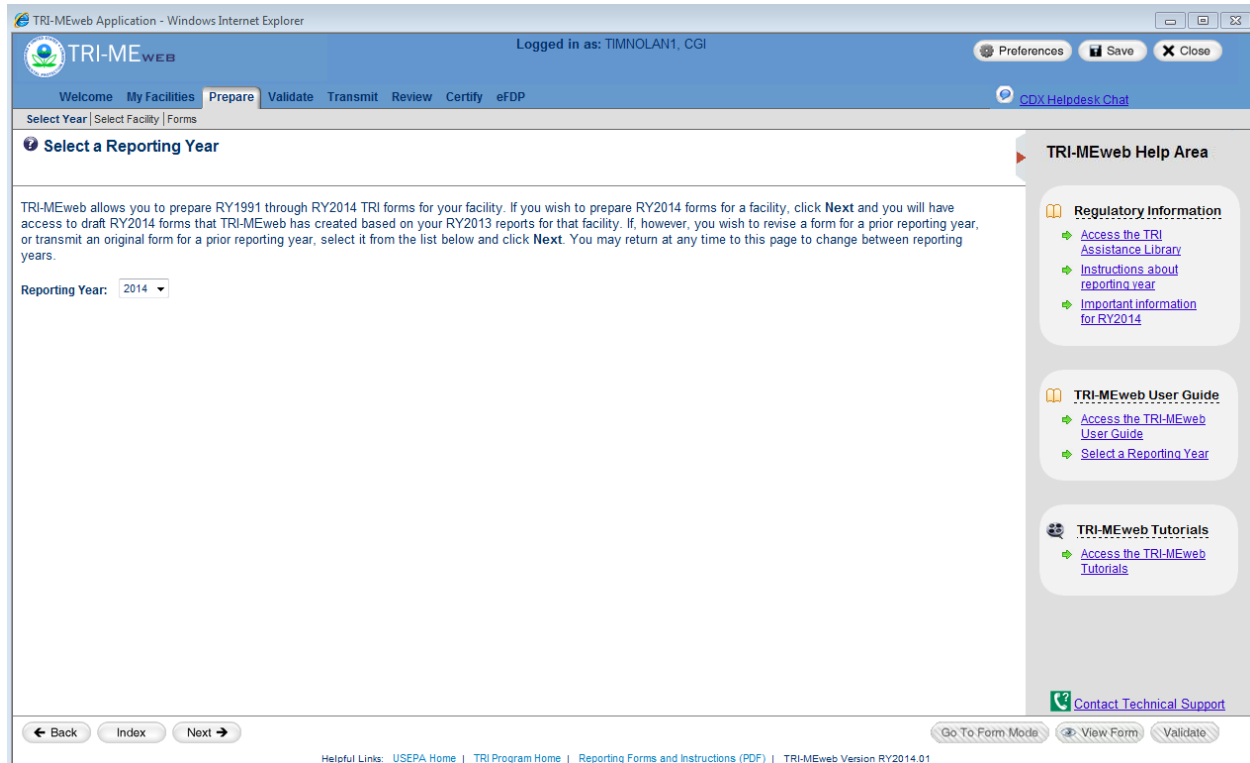
Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>17. Verify that the Certifying Official's CDX email address is listed below the "Title".</p> <p>Verify that the "Sign Agreement" button is located below the "Pending Signature" table. Note that this button will only be displayed if you have pending TRIFID signature agreements.</p> <p>Check the "Sign TRIFID" box to the left of an unsigned TRIFID signature agreement and click "Sign Agreement."</p>	The "TRIFID Agreement" page is displayed correctly.		Figure 6.17	
<p>18. Click "I Agree."</p>	The "Sign Submissions" pop-up window is displayed correctly.		Figure 6.18	
<p>19. Log into CDX by entering CDX user name and password.</p> <p>Enter the correct answer to authentication question.</p> <p>Click "Sign."</p>	A pop-up window is displayed.		Figure 6.19	
<p>20. Verify that the pop-up window reads:</p> <p>"Thank you for signing your TRIFID Signature Agreement. You may not proceed to certify your submission(s)."</p> <p>Click "OK."</p>	The "Manage TRIFIDs for Certification" page is displayed correctly.		Figure 6.20	

Determination: Pass [] Fail []

Approved By: _____ Date: _____ Time: _____

TRI-06.1 Screenshots

Figure 6.1: The "Select a Reporting Year" page displays successfully



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1.CGI

Preferences Save Close

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year | Select Facility | Forms

Select a Reporting Year

TRI-MEweb allows you to prepare RY1991 through RY2014 TRI forms for your facility. If you wish to prepare RY2014 forms for a facility, click **Next** and you will have access to draft RY2014 forms that TRI-MEweb has created based on your RY2013 reports for that facility. If, however, you wish to revise a form for a prior reporting year, or transmit an original form for a prior reporting year, select it from the list below and click **Next**. You may return at any time to this page to change between reporting years.

Reporting Year: 2014

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Go To Form Mode View Form Validate

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2014.01

TRI-MEweb Help Area

Regulatory Information

- Access the TRI Assistance Library
- Instructions about reporting year
- Important information for RY2014

TRI-MEweb User Guide

- Access the TRI-MEweb User Guide
- Select a Reporting Year

TRI-MEweb Tutorials

- Access the TRI-MEweb Tutorials

Contact Technical Support

Figure 6.2: The “Select a Facility” page displays successfully



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

TRI-MEWEB

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year | **Select Facility** | Forms | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Select a Facility

Reporting Year 2014

Please select the facility you would like to work with and click **Next** to continue.

Click **Access/Add Facility** to begin preparing RY 2014 forms for a facility that is not listed below.

I would like to designate my facility as "reporting by part". **Reporting By Part**

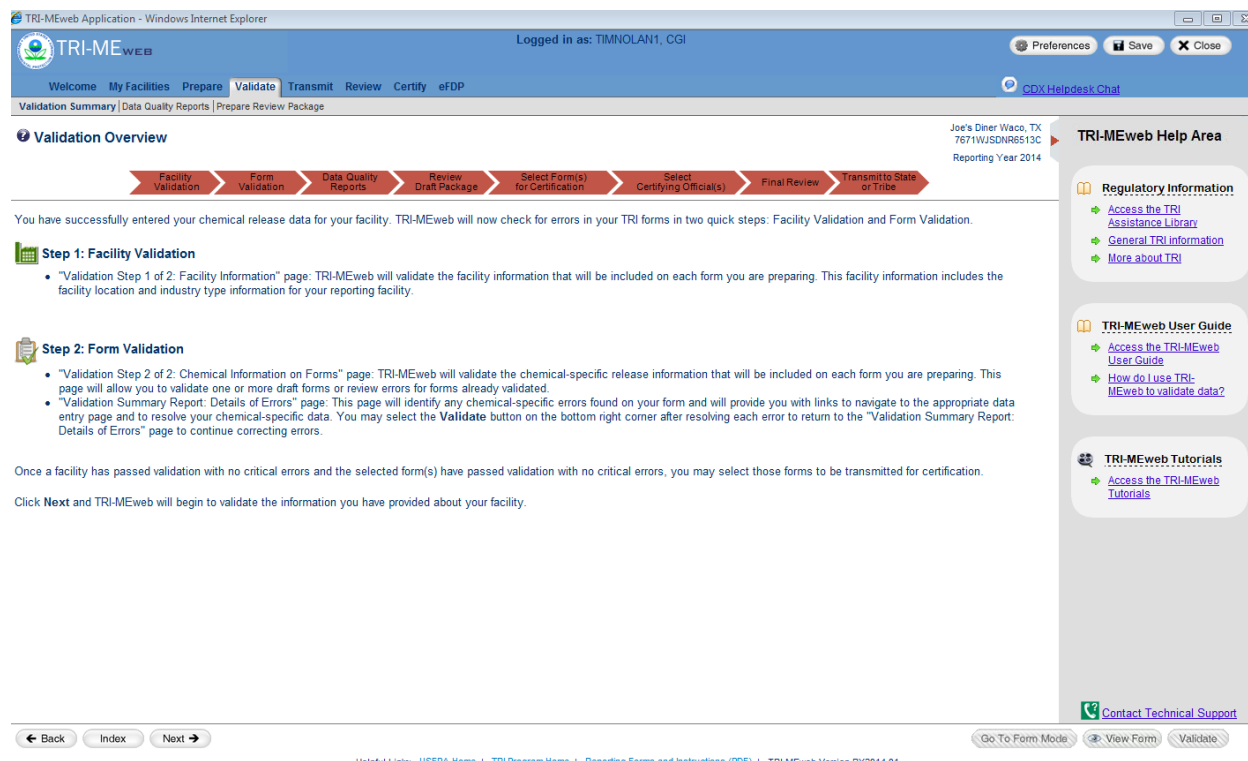
+ Access/Add Facility

Select to proceed	TRIFID	Parent Company Name	Facility Name	Location	Forms in Progress
<input type="radio"/>	21224RDSTRBHATT		CATALYST RECOVERY OF VA	HWY 666 KM 25 & THE CORNER OF EUCLID ST & MADISON AV ARLINGTON, VA 21224	2
<input type="radio"/>	2203WCGXX1261F		CGI	12601 Fair Lakes Circle Fairfax, VA 22033	11
<input checked="" type="radio"/>	21219DNGDNZEBRA		DING DONG FACTORY	ZEB RANDOM CODE ST FALLS CHURCH, VA 21219	1
<input type="radio"/>	7671WJSDNR6513C		Joe's Diner	6513 Coldwater Drive Waco, TX 76712	5
<input type="radio"/>	2203WKTHYR123AK		KATHY RY 2013 TEST	123 OAK LN SUITE 1300 street fairfax, VA 20170	5
<input type="radio"/>	2220WNNTDX12343		Non TDX State	12343 Maple Drive Portsmouth, NH 22201	5

← Back **Index** **Next →** **Go To Form Mode**

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2014.01

Figure 6.4: The “Validation Overview” page is displayed



The screenshot shows the TRI-MEweb application interface in a Windows Internet Explorer browser. The user is logged in as TIMNOLAN1, CGI. The navigation bar includes links for Welcome, My Facilities, Prepare, Validate (active), Transmit, Review, Certify, and eFDP. A breadcrumb trail shows Validation Summary > Data Quality Reports > Prepare Review Package.

Validation Overview

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

TRI-MEweb Help Area

- Regulatory Information**
 - [Access the TRI Assistance Library](#)
 - [General TRI information](#)
 - [More about TRI](#)
- TRI-MEweb User Guide**
 - [Access the TRI-MEweb User Guide](#)
 - [How do I use TRI-MEweb to validate data?](#)
- TRI-MEweb Tutorials**
 - [Access the TRI-MEweb Tutorials](#)

[Contact Technical Support](#)

You have successfully entered your chemical release data for your facility. TRI-MEweb will now check for errors in your TRI forms in two quick steps: Facility Validation and Form Validation.

Step 1: Facility Validation

- "Validation Step 1 of 2: Facility Information" page: TRI-MEweb will validate the facility information that will be included on each form you are preparing. This facility information includes the facility location and industry type information for your reporting facility.

Step 2: Form Validation

- "Validation Step 2 of 2: Chemical Information on Forms" page: TRI-MEweb will validate the chemical-specific release information that will be included on each form you are preparing. This page will allow you to validate one or more draft forms or review errors for forms already validated.
- "Validation Summary Report: Details of Errors" page: This page will identify any chemical-specific errors found on your form and will provide you with links to navigate to the appropriate data entry page and to resolve your chemical-specific data. You may select the **Validate** button on the bottom right corner after resolving each error to return to the "Validation Summary Report: Details of Errors" page to continue correcting errors.

Once a facility has passed validation with no critical errors and the selected form(s) have passed validation with no critical errors, you may select those forms to be transmitted for certification.

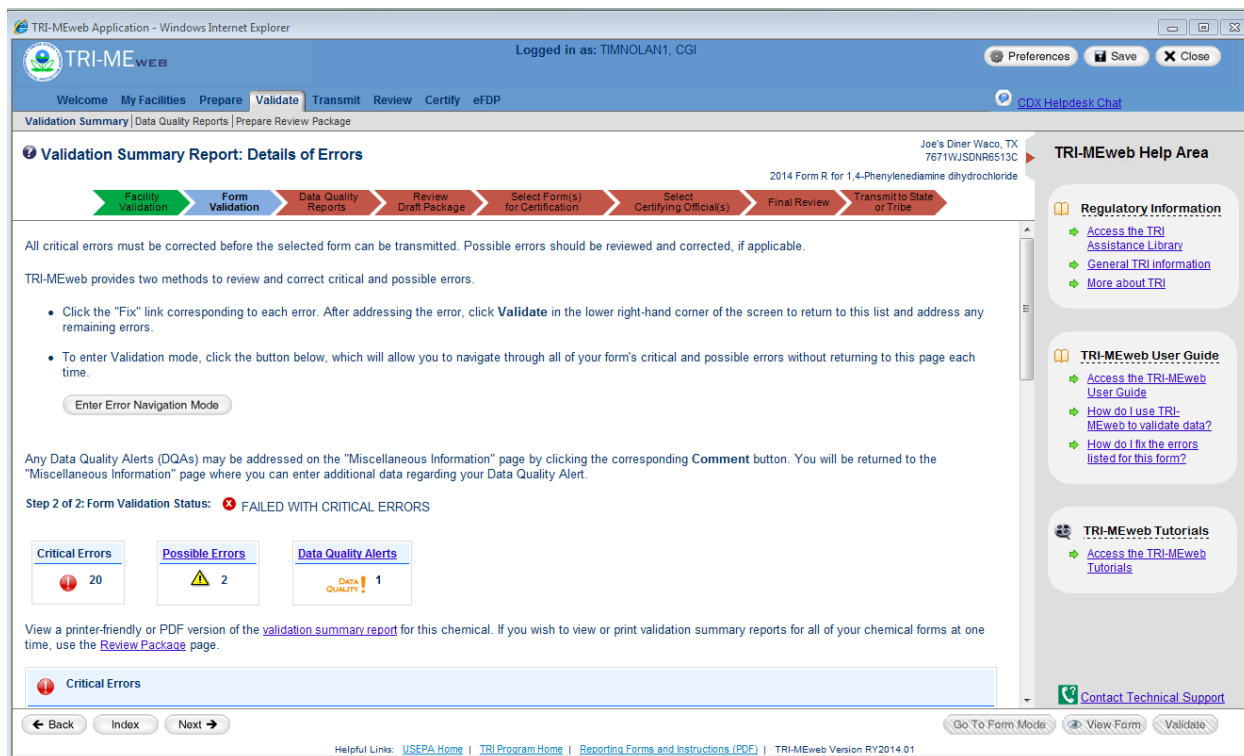
Click **Next** and TRI-MEweb will begin to validate the information you have provided about your facility.

Navigation: [Back](#) [Index](#) [Next](#)

Footer: [Helpful Links](#) | [IRFPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2014.01

Buttons: [Go To Form Mode](#) [View Form](#) [Validate](#)

Figure 6.5: The "Validation Summary Report: Details of Errors" page is displayed correctly



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Summary Report: Details of Errors

Joe's Diner Waco, TX
76711WJSDNR6513C

2014 Form R for 1,4-Phenylenediamine dithydrochloride

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

All critical errors must be corrected before the selected form can be transmitted. Possible errors should be reviewed and corrected, if applicable.

TRI-MEweb provides two methods to review and correct critical and possible errors.

- Click the "Fix" link corresponding to each error. After addressing the error, click **Validate** in the lower right-hand corner of the screen to return to this list and address any remaining errors.
- To enter Validation mode, click the button below, which will allow you to navigate through all of your form's critical and possible errors without returning to this page each time.

Enter Error Navigation Mode

Any Data Quality Alerts (DQAs) may be addressed on the "Miscellaneous Information" page by clicking the corresponding **Comment** button. You will be returned to the "Miscellaneous Information" page where you can enter additional data regarding your Data Quality Alert.

Step 2 of 2: Form Validation Status: **FAILED WITH CRITICAL ERRORS**

Critical Errors	Possible Errors	Data Quality Alerts
20	2	1

View a printer-friendly or PDF version of the [validation summary report](#) for this chemical. If you wish to view or print validation summary reports for all of your chemical forms at one time, use the [Review Package](#) page.

Critical Errors

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- [Access the TRI-MEweb User Guide](#)
- [How do I use TRI-MEweb to validate data?](#)
- [How do I fix the errors listed for this form?](#)

TRI-MEweb Tutorials

- [Access the TRI-MEweb Tutorials](#)

Contact Technical Support

Figure 6.6: The “Validation Step 2 of 2: Chemical Information on Forms” page is displayed correctly

TRI-MEweb Application - Windows Internet Explorer

TRI-MEweb
Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 2 of 2: Chemical Information on Forms

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

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- Access the TRI-MEweb User Guide
- How do I use TRI-MEweb to validate data?
- How do I use this page?

TRI-MEweb Tutorials

- Access the TRI-MEweb Tutorials

Contact Technical Support

You have succeeded in verifying your facility information and we will now look at the chemical data on your form(s). The chemical information on the forms below require validation. Please select the form(s) you would like to validate by selecting the checkbox next to its name, and clicking the **Validate**. To select all forms at once, click on the "Select All" link.

After validating your forms, use the **Review/Fix** button to review the specific errors found for a given form.

These forms require validation:

Select All	CAS No/Cat. Code	Chemical Name	Year	Form	Revision?
TRI-MEweb has validated all forms for this facility.					

These forms have already been validated:

You may view or print an individual TRI chemical's draft form by clicking on its name. In addition you may download data (in XML format) for an individual draft form that has passed validation by using the download buttons provided in the table below. If you wish to print all draft forms, download all draft form data, or print validation summary reports for all draft forms, you may find it easier to prepare a [review package](#).

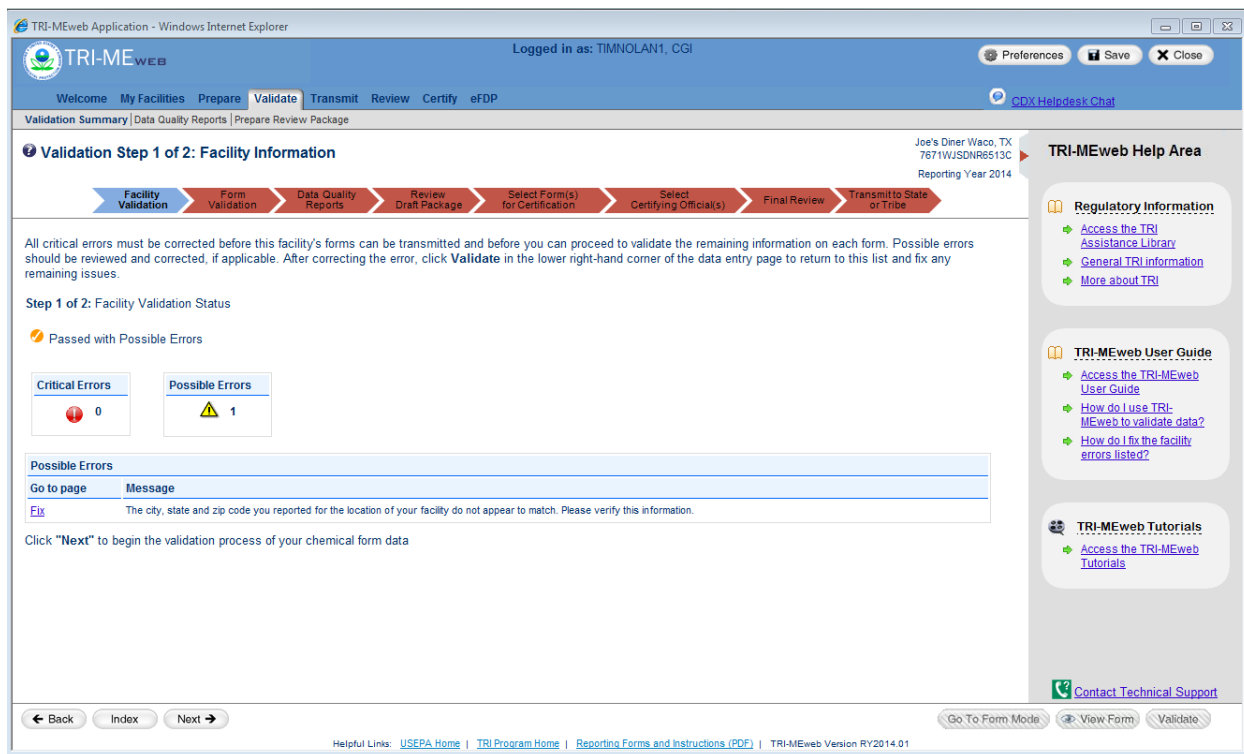
CAS No/ Cat. Code	Chemical Name	Year	Form	Revision?	Status
000123911	1,4-Dioxane	2014	R	No	Failed with Critical Errors Review/Fix
000624180	1,4-Phenylenediamine dihydrochloride	2014	R	No	Failed with Critical Errors Review/Fix
033089611	Amitraz	2014	R	No	Failed with Critical Errors Review/Fix

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Go To Form Mode View Form Validate

Figure 6.7: The "Validation Step 1 of 2: Facility Information" page is displayed correctly.



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary Data Quality Reports Prepare Review Package

Validation Step 1 of 2: Facility Information

Joe's Diner Waco, TX
76711WJSDNR8513C
Reporting Year 2014

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- Access the TRI-MEweb User Guide
- How do I use TRI-MEweb to validate data?
- How do I fix the facility errors listed?

TRI-MEweb Tutorials

- Access the TRI-MEweb Tutorials

Contact Technical Support

Step 1 of 2: Facility Validation Status

Passed with Possible Errors

Critical Errors	Possible Errors
0	1

Go to page	Message
Fix	The city, state and zip code you reported for the location of your facility do not appear to match. Please verify this information.

Click "Next" to begin the validation process of your chemical form data

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Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RV2014.01

Go To Form Mode View Form Validate

Figure 6.8: The "Validation Step 2 of 2: Chemical Information Forms," page is displayed correctly.

TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 2 of 2: Chemical Information on Forms

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

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- How do I use this page?

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- Access the TRI-MEweb Tutorials

Contact Technical Support

You have succeeded in verifying your facility information and we will now look at the chemical data on your form(s). The chemical information on the forms below require validation. Please select the form(s) you would like to validate by selecting the checkbox next to its name, and clicking the **Validate**. To select all forms at once, click on the "Select All" link.

After validating your forms, use the **Review/Fix** button to review the specific errors found for a given form.

These forms require validation:

Select All	CAS No/Cat. Code	Chemical Name	Year	Form	Revision?
TRI-MEweb has validated all forms for this facility.					

These forms have already been validated:

You may view or print an individual TRI chemical's draft form by clicking on its name. In addition you may download data (in XML format) for an individual draft form that has passed validation by using the download buttons provided in the table below. If you wish to print all draft forms, download all draft form data, or print validation summary reports for all draft forms, you may find it easier to prepare a [review package](#).

CAS No/ Cat. Code	Chemical Name	Year	Form	Revision?	Status
000123911	1,4-Dioxane	2014	R	No	Failed with Critical Errors Review/Fix
000624180	1,4-Phenylenediamine dihydrochloride	2014	R	No	Failed with Critical Errors Review/Fix
033089611	Amitraz	2014	R	No	Failed with Critical Errors Review/Fix

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Go To Form Mode View Form Validate

Figure 6.9: The “Data Quality Reports” page is displayed correctly

TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary Data Quality Reports Prepare Review Package

Data Quality Reports

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

Facility Validation Form Validation **Data Quality Reports** Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

TRI-MEweb allows you to analyze year-to-year trends in your TRI reports, enabling you to catch potential errors or inconsistencies in your draft reports (based on comparisons to the prior year's certified reports) before you transmit them to USEPA. To begin viewing reports, select the checkboxes corresponding to the Section 5 & 6: Release Disposal, and Other Waste Transfers and/or the Section 8: Total Production-Related Waste reports for each applicable chemical and click **Open Reports**.

If you do not want to view Data Quality Reports, click **Next** to prepare your data submission.

TRI Chemical or Chemical Category	Section 5 & 6: Release, Disposal, and Other Waste Transfers Select All	Section 8: Total Production-Related Waste Select All
1,4-Dioxane	<input type="checkbox"/>	<input type="checkbox"/>
1,4-Phenylenediamine dihydrochloride	<input type="checkbox"/>	<input type="checkbox"/>
Amtraz	<input type="checkbox"/>	<input type="checkbox"/>
o-Nitrotoluene	<input type="checkbox"/>	<input type="checkbox"/>

Open Reports

TRI-MEweb does not yet include many Data Quality Reports. Future versions of TRI-MEweb may include a variety of additional Data Quality Reports to assist in the identification of data errors before you transmit your forms. Examples of such reports TRI-MEweb might include are:

- Industry Comparison Reports. Comparison of your current year data with averages from other facilities in your industry.
- Statistical Outlier Reports. Identification of estimates that are significantly higher or lower than what has typically been reported for your facility, your chemical, your industry.
- Others? Send us your [comments](#) about what might be useful. Please note that submission of comments is optional.

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- [More about TRI](#)

TRI-MEweb User Guide

- [Access the TRI-MEweb User Guide](#)
- [Information about TRI-MEweb Data Quality Reports](#)

TRI-MEweb Tutorials


- [Access the TRI-MEweb Tutorials](#)

Contact Technical Support

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Figure 6.10: The “Prepare Review Package for Draft Forms” page is displayed correctly


TRI-MEweb

Logged in as: TIMNOLAN1, CGI
 Preferences
Save
Close

[Welcome](#)
[My Facilities](#)
[Prepare](#)
[Validate](#)
[Transmit](#)
[Review](#)
[Certify](#)
[eFDP](#)
CDX Helpdesk Chat

[Validation Summary](#)
[Data Quality Reports](#)
[Prepare Review Package](#)

Prepare Review Package for Draft Forms

CATALYST RECOVERY OF VA ARLINGTON, VA
 21224RDSTRBHATT
 Reporting Year 2014

Facility Validation
Form Validation
Data Quality Reports
Review Draft Package
Select Form(s) for Certification
Select Certifying Official(s)
Final Review
Transmit to State or Tribe

Alert! You have Reporting Year 2014 forms for this facility that have already been transmitted. To print and/or save final copies of your RY2014 transmitted forms including certification information (certifying official name and title, certification date), visit the [Reporting Summary](#) page and click "Recordkeeping."

Use this page to print and/or save information about the draft forms you have prepared to enable others to review them prior to transmitting your data to CDX. You can also use this page to print your Data Quality Reports. Please note that when your certifying official is notified that forms have been transmitted for their certification, they are able to view all Forms A and/or R transmitted before they certify them. As a result, preparation of a review package is optional, however, additional information that might be useful to review is provided below.

When you're finished preparing your review package, click **Next** to begin the process of transmitting your data.

Alert! You do not have any Reporting Year 2014 forms for this facility that are in draft status. To create one, [select the forms you will be preparing](#).

TRI-MEweb Help Area

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TDD 14 02 TRI-MEweb TRI-06 Validation and Certification

November 10, 2014
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Figure 6.11: The “Overview of Submission and Certification Steps” page is displayed correctly



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Introduction | Create New Submission

Overview of Submission and Certification Steps

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

The steps you will be required to perform in order to complete your USEPA submission and state or Indian Country submission are listed below, along with a progress bar that will guide you through the process.

Federal Transmission:

Before your TRI form data is officially accepted by USEPA, you will be required to complete the following steps:

Step 1: Select the chemical forms that the preparer will prepare for certification.
Step 2: Nominate your certifying official.
Step 3: Mark the forms as pending certification.
Step 4: The certifying official logs into TRI-MEweb to certify any pending submissions.

State or Indian Country Submission:

State or BIA Code: TX
TDX Participant: No. Because your state or Indian Country is not a participant in USEPA's TRI Data Exchange Program, you will have to separately prepare a submission for your state or Indian Country's TRI program office.

Step 5: After completing the Federal Submission steps above, TRI-MEweb will ask you to provide the name and title of the senior management official who will be certifying your state or Indian Country TRI forms.
Step 6: TRI-MEweb will provide you the option of either printing paper forms for submission to your state or Indian Country or creating a submission diskette that can be mailed to your state or Indian Country. TRI-MEweb will also allow you to print a State/Indian Country Submission Checklist, which will provide detailed instructions for properly submitting data to your state or Indian Country.

Click **Next** and TRI-MEweb will assist you in transmitting your forms to USEPA and your state or Indian Country.

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Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2014.01

TRI-MEweb Help Area

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- [Information about the Central Data Exchange](#)
- [Information about the TRI Data Exchange Program](#)

TRI-MEweb User Guide

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- [Welcome to the TRI-MEweb User Guide](#)
- [Transmission Process](#)

TRI-MEweb Tutorials

- [Access the TRI-MEweb Tutorials](#)

[Contact Technical Support](#)

Figure 6.12: The “Select Chemical Forms to Prepare for Certification” page is displayed correctly

TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAH1, CGI

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Introduction Create New Submission

Select Chemical Forms to Prepare for Certification

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

Facility Validation Form Validation Data Quality Records Review Draft Package **Select Form(s) for Certification** Select Certifying Official(s) Final Review Transmit to State or Tribe

The forms below have passed validation and are ready to be certified. If there are any forms that have not passed validation (and, therefore, cannot be certified), they are listed separately at the bottom of this page.

Select the forms you would like to mark as pending certification by selecting the checkbox next to its name, and clicking **Next**. To select all forms at once, click on the **Select All** link. On the next page, you'll be asked to identify the certifying official who will certify the selected forms.

These forms are ready for certification:

CAS No.	Chemical Name	Year	Form	Revision?	Status
There are no forms for this facility with this status.					

These forms have not passed validation:

CAS No.	Chemical Name	Year	Form	Revision?	Status	Validate?
000123911	1,4-Dioxane	2014	Form R	No	❌ FAILED	Review/Fix
000624180	1,4-Phenylenediamine dihydrochloride	2014	Form R	No	❌ FAILED	Review/Fix
033089611	Amitraz	2014	Form R	No	❌ FAILED	Review/Fix

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Figure 6.13: The "Notifying Certifying Official(s) of Pending Submission" page is displayed correctly.

Logged in as: TIMNOLAN1, CGI
Prof

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Notify Certifying Official(s) of Pending Submission

Joe's Diner Waco, TX
76711WJSDNR6513C
Reporting Year 2014

Facility Validation
Form Validation
Data Quality Reports
Review Draft Package
Select Form(s) for Certification
Select Certifying Official(s)
Final Review
Transmit to State or Tribe

Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is waiting certification, for accessing/creating their user account in EPA's Central Data Exchange and how to complete the certification process. Individuals other than those listed on this page will not be able to certify this transmission.

To remove a certifying official listed here, click **Remove** button that displays for a certifying official.

When you're finished selecting your certifying official(s), click **Next** and you can perform final review of form or transmit form for certification. EPA cannot process any TRI forms that have not been transmitted and certified.

Certifying Officials assigned to TRIFID: 76711WJSDNR6513C

Name of Certifying Official	Email Address	ESA Status	Certifying Official	Alternate Certifying Official	Remove ?
Timothy Nolan	timothy.nolan@cgifederal.com	Active Certifying Official Available	<input type="radio"/>	<input type="radio"/>	<input checked="" type="button" value="Remove"/>

If you wish to add a new certifying official not already in the above list, click **Add Certifying Official**.

If your certifying official's email is not correct, please contact the [CDX helpdesk](#) to fix so that CDX email can be sent to your certifying official to receive updates about your TRI submissions.

Certifying official with a status of **Active Certifying Official Available** may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the **"Certify>Pending Submissions"** to view your transmitted forms.

Certifying officials with a status of **"Sign TRIFID Signature Agreement"** may not certify pending TRI forms because they still need to add their job title and sign their TRIFID Signature Agreement form. You may navigate to the **"Certify>Manage TRIFIDs"** to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.

Certifying officials with a status of **"Sign CDX ESA"** may not certify pending TRI forms because they have not processed and gotten approval of their ESA nor have they signed their TRIFID Signature Agreement form. Call the CDX helpdesk to inquire about status of ESA or how to re-attempt real-time approval of the CDX ESA.

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Figure 6.14: The “Final Review of Forms” page is displayed correctly

Logged in as: TIMNOLAN1, CGI
Preferences

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Final Review of Forms

Joe's Diner Waco, TX
7671WJSDNR6513C
Reporting Year 2014

Facility Validation
Form Validation
Data Quality Reports
Review Draft Package
Select Form(s) for Certification
Select Certifying Official(s)
Final Review
Transmit to State or Tribe

Please review the information shown below for this submission. If you would like to mark the forms listed below as pending certification, click **Next**. An e-mail will be sent to each certifying official listed on this page notifying them that the submission is ready for certification. You, as the preparer, will also receive an e-mail confirmation.

Click **Cancel**, if you do not wish to proceed with this transmission. Cancel

TRIFID: 7671WJSDNR6513C
Name: Joe's Diner
Address: 6513 Coldwater Drive
Waco, TX 76712

Certifying Official Name: Timothy Nolan
E-mail: timothy.nolan@cgifederal.com

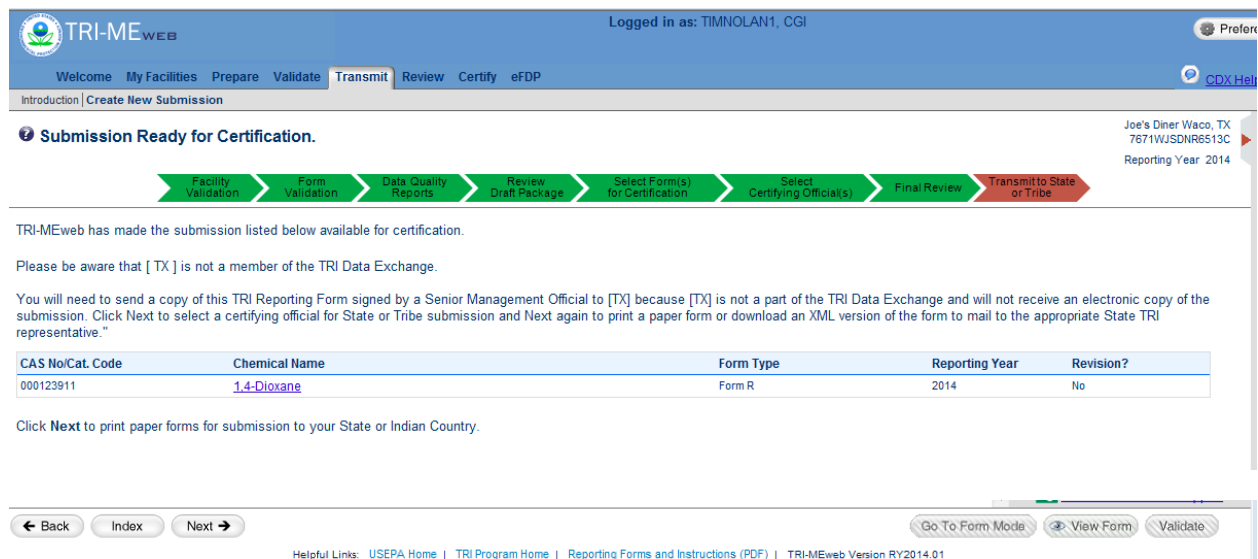
Forms Selected (click on a chemical name to view the form)

CAS No/Cat. Code	Chemical Name	Form Type	Reporting Year	Revision?
000123911	1,4-Dioxane	Form R	2014	No

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Figure 6.15: The “Submission Ready for Certification” page is displayed correctly.



TRI-MEweb

Logged in as: TIMNOLAN1, CGI

Welcome My Facilities Prepare Validate **Transmit** Review Certify eFDP

Introduction Create New Submission

Submission Ready for Certification.

Joe's Diner Waco, TX
7671WJSDNR6513C
Reporting Year 2014

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

TRI-MEweb has made the submission listed below available for certification.

Please be aware that [TX] is not a member of the TRI Data Exchange.

You will need to send a copy of this TRI Reporting Form signed by a Senior Management Official to [TX] because [TX] is not a part of the TRI Data Exchange and will not receive an electronic copy of the submission. Click Next to select a certifying official for State or Tribe submission and Next again to print a paper form or download an XML version of the form to mail to the appropriate State TRI representative."

CAS NoCat. Code	Chemical Name	Form Type	Reporting Year	Revision?
000123911	1,4-Dioxane	Form R	2014	No


Click **Next** to print paper forms for submission to your State or Indian Country.

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Figure 6.16: The “Manage TRIFIDs for Certification” page is displayed correctly


Logged in as: KYLE PAHOWKA, Alpha Beta Group
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[Pending Submissions](#)
[Submission History](#)

Manage TRIFIDs for Certification

E-mail Address: kyle.pahowka@cgifederal.com

Pending Tasks

Number of Pending Submissions	Number of Pending TRIFID Signature Agreements
19	3

You have access to the following list of TRIFIDs, but have not yet signed the TRIFID Certification Agreement document attesting that you have the authority to certify for TRI submissions under these TRIFIDs. Check the box corresponding to the TRIFID(s) which you would like to certify for and click **Sign Agreement**.

To gain access to additional facilities not in this list, click **Access/Add Facility**

[+ Access/Add Facility](#)

Pending Signature

Sign TRIFID	TRIFID	Facility Name	Location
<input type="checkbox"/>	2220WLSKTS123AL	ALASKA TEST	123 ALASKA St. Fairbanks, AK, 22201
<input type="checkbox"/>	2203WKTHYR123AK	KATHY - TRIFID	123 OAK LN SUITE 1300 FAIRFAX, VA, 22033
<input type="checkbox"/>	2015WVNSCH12222	VEENAS CHEMICAL FACILTY	12222 WHITE CAP TERR CHANTILLY, VA, 20152

[Sign Agreement](#)

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Figure 6.17: The "TRIFID Agreement" page is displayed correctly

TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

CDX Helpdesk Chat

Manage TRIFIDs Pending Submissions Submission History

TRIFID Agreement

**Toxics Release Inventory (TRI)
TRIFID Certifier Agreement Document**

Date:	11/12/2014
Name:	Timothy Nolan
CDX User ID:	TIMNOLAN1
Email Address:	timothy.nolan@cgifederal.com
TRIFID:	21224RDSTRBHATT

I, Timothy Nolan
(Name of Certifying Official)

(1) Certify that I am the owner/operator, or a senior management official employed by the facility subject to EPCRA Section 313 toxic chemical release inventory reporting for all facilities (TRIFIDs) listed on this document. Senior management official means an official with management responsibility for the person or persons completing the report, or with management responsibility for the manager of environmental programs for the facility or establishments, or with management responsibility for the corporation owning or operating the facility or establishments responsible for certifying similar reports under the other environmental regulatory requirements (40 CFR Section 372.3).

(2) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature.

TRI-MEweb Help Area

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Figure 6.18: The "Sign Submissions" pop-up window is displayed correctly

1. Login into CDX	2. Answer Secret Question	3. Sign File:
User: TIMNOLAN1	Question: Who is your favorite author?	<input checked="" type="button" value="Sign"/>
Password: <input type="text"/>	Answer: <input type="text"/>	

Figure 6.19: A pop-up window is displayed

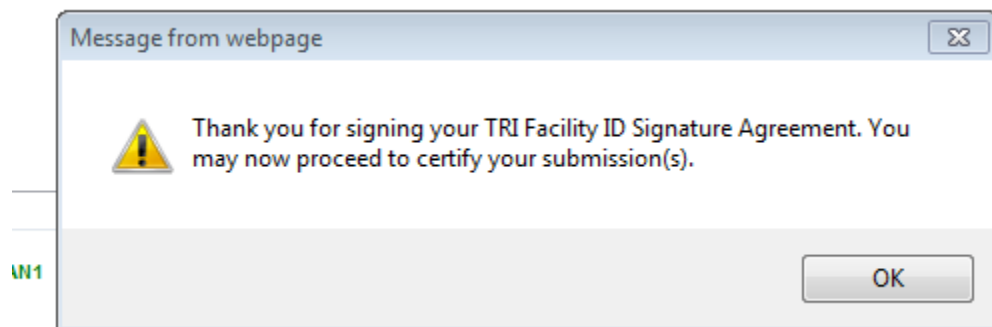
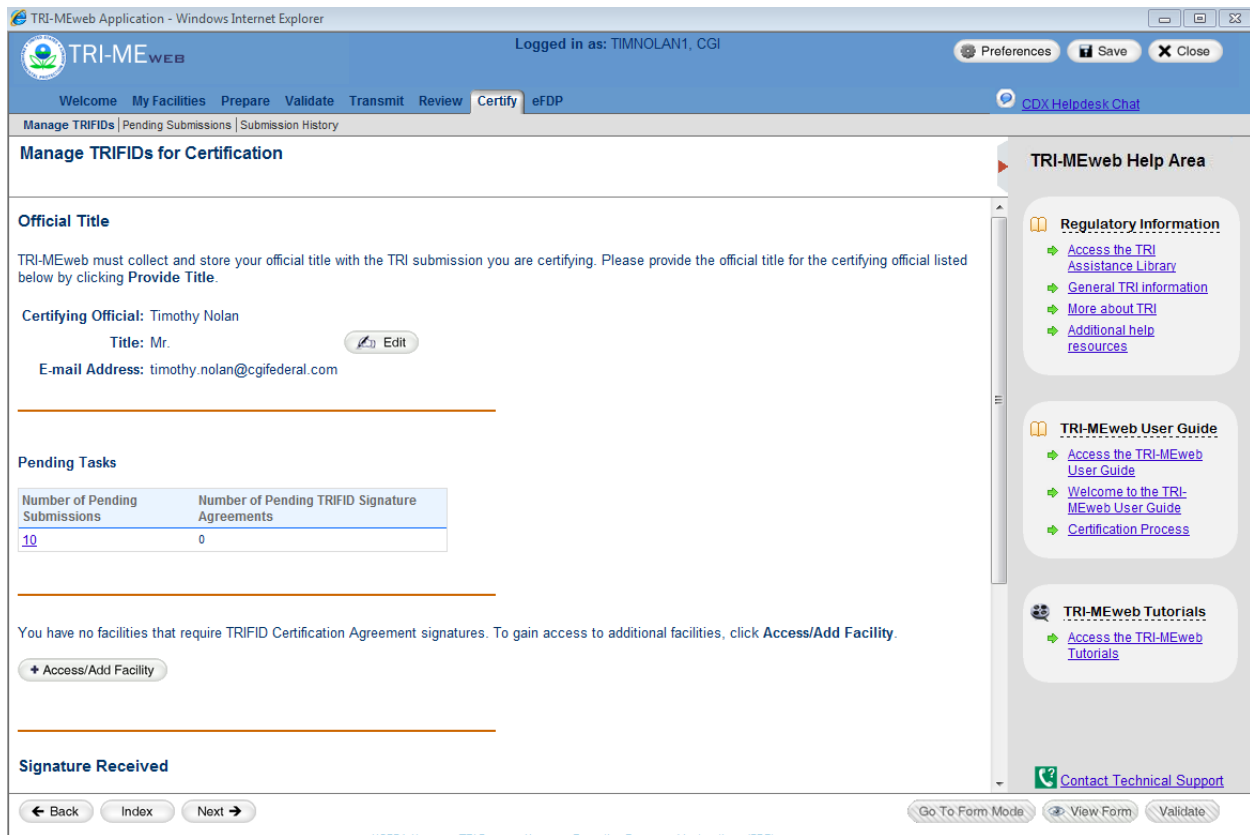


Figure 6.20: The “Manage TRIFIDs for Certification” page is displayed correctly



TRI-MEweb Application - Windows Internet Explorer

Logged in as: TIMNOLAN1, CGI

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

Manage TRIFIDs Pending Submissions Submission History

Manage TRIFIDs for Certification

Official Title

TRI-MEweb must collect and store your official title with the TRI submission you are certifying. Please provide the official title for the certifying official listed below by clicking **Provide Title**.

Certifying Official: Timothy Nolan

Title: Mr.

E-mail Address: timothy.nolan@cgifederal.com

Pending Tasks

Number of Pending Submissions	Number of Pending TRIFID Signature Agreements
10	0

You have no facilities that require TRIFID Certification Agreement signatures. To gain access to additional facilities, click **Access/Add Facility**.

Signature Received

TRI-MEweb Help Area

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